

<p style="text-align: center;"><b>ADMINISTRATIVE REGULATION</b></p> <p style="text-align: center;"><b>STATE OF ARKANSAS</b></p> <p style="text-align: center;"><b>BOARD OF CORRECTIONS</b></p>	<p><b>Section Number:</b> <b>DCC AR 1.3</b></p>	<p><b>Page Number:</b> <b>1</b></p>
	<p><b>Board Approval Date:</b> <b>??/??/??</b></p>	
	<p><b>Supersedes:</b> <b>NONE</b></p>	<p><b>Dated:</b> <b>N/A</b></p>
	<p><b>Reference:</b></p>	<p><b>Effective Date:</b> <b>??/??/??</b></p>
<p><b>SUBJECT: WEB SITE PRIVACY      DRAFT AS OF: 6/4/04 6/7/04 Printed: 6/8/04</b></p>		

- I. AUTHORITY.** The Board of Corrections (Board) is vested with the authority to promulgate this regulation by Arkansas Code Annotated §§12-27-105, 16-93-1203, and 16-93-1205. The requirement for machine-readable privacy statements is in Arkansas Code Annotated §25-1-114 as codified from Act 1713 of 2003.
- II. APPLICABILITY.** This policy applies to DCC employees and advises the public.
- III. POLICY.** The DCC Director will ensure compliance with State and federal law regarding the protection of privacy in the operation of an agency web site.
- IV. GUIDELINES.**
- A.** Pursuant to Ark. Code Ann. §25-1-114 the Information Technology Administrator (ITA) must ensure the DCC web site has one or more machine-readable privacy policy statements that describe the privacy policy that applies to each web page. The machine-readable policy and this written policy must be compatible. The privacy policy statement(s) shall be published on the website and each statement shall include:
1. A description of the data collected on the website and how DCC will use the data
  2. The type of data and the purposes for which data are shared with other entities
  3. Whether the data collecting and sharing practices are mandatory or allow a browser to opt in or opt out of the practices
  4. An explanation that certain information collected by DCC is subject to disclosure under the Freedom of Information Act of 1967
  5. A link to or instructions for locating the website's policy reference file, which shall identify the uniform resource locator for the website's policy statements and shall

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indicate those portions of the website and the website's cookies that are covered by each statement, and

6. A link to the website's human-readable privacy policy (this policy).
- B.** For all DCC-controlled web pages, the ITA will provide for a machine-readable policy statement(s) compatible with the following narrative policy statement:
1. Information the Arkansas Department of Community Correction (DCC) Collects.
    - a. Information Collected When Web Pages Are Viewed. The DCC limits information collected when persons visit DCC web pages in an effort to protect their privacy. When web pages are viewed, DCC will not collect information that identifies a visitor by name. DCC may gather general information such as the pages that are viewed, the number of times each page was viewed, how often the visitor views the web site, the visitor's home state, and the link that the visitor came from or goes to next. The DCC will use cookies to collect this information. An explanation of "cookie" is provided in this document.
    - b. Information Collected When E-mail is Received Through the Web Site. When an e-mail is received through the DCC website, the sender's address and message contents are collected. The information collected is not limited to text characters and may include audio, video and graphic information formats included in the message. This information will be used to respond to the sender, to address identified issues, to improve the website, or forwarding for appropriate action. DCC will not sell or otherwise disclose the e-mail address for commercial purposes.

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2. Why DCC Collects Information and How the Information is Used.

Information gathered about web site visits is used to improve the website and DCC services. Information collected is subject to disclosure under the Freedom of Information Act of 1967, Ark. Code Ann. §25-19-101 et seq. Information is reviewed and assembled by DCC employees and is used in statistical reports to DCC managers. Information may be shared with other State or federal agencies so that their agency and DCC can improve criminal justice services on behalf of the public. Examples of agencies DCC may share information with include the following:

Arkansas Post Prison Transfer Board  
Arkansas Crime Information Center  
Arkansas Department of Correction  
Arkansas Sentencing Commission  
Arkansas Department of Information Services  
Arkansas Department of Finance and Administration  
National Crime Information Center  
National Criminal Justice Institute  
American Correctional Association

3. User Control Over Information Collection.

The DCC does not provide for web site visitors to control information collection. However, visitors can control whether cookies are accepted and may be able to set other controls on their personal computer.

4. An Explanation of Cookie. A cookie is a piece of information sent by a web server to the browser being used by the web site visitor. (A web server is the computer that “hosts” a web site, and responds to requests from a visitor’s browser.) Cookies may include information such as user preferences or online “shopping cart” information. The browser saves the information and sends it back to the web server whenever the browser returns to the web site. The web server may use the cookie to customize the

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display it sends to the visitor, or it may keep track of the different pages within the site that the visitor accesses. Browsers may be configured to alert the visitor when a cookie is being sent, or to refuse to accept cookies. Some web sites cannot be accessed unless the browser accepts cookies.

5. Data retention. The DCC may keep collected information indefinitely to allow year-to-year comparisons.
6. Contact DCC. Questions or concerns about the DCC privacy policy may be addressed to the DCC Public Relations Office. Information for contacting the Public Relations Office may be found at the "Contact Us" link which is available from any DCC web page.

**C.** The ITA will ensure the following:

1. The Platform for Privacy Practices (P3P) specification is used in the creation of the machine-readable privacy policy, as required by the Office of the State Executive Chief Information Officer.
2. The machine-readable P3P file meets the requirements of the law, this policy, and is P3P compliant.
3. The machine-readable P3P file includes a link to this human-readable policy.

**V. REFERENCE.** Arkansas Code Annotated §25-1-114.